## ONTARIO INSULATION OSHAWA LIMITED

## **WEEKLY TIMESHEET - INSULATION DEPARTMENT**

## DATE:

## NAME:

Account Choices:
B -Bereavement
BT -Bonus/Top Up
E - Estimating/Site Visits
NW - No Work Scheduled
P - Personal Emergency Leave
S - Stat Holiday
T - Training
V - Vacation

Please ensure your timesheets are submitted no later than **12 noon each Friday**.

Failure to submit your timesheet by the payroll cut off will result in your pay being delayed until the next payroll processing date after receipt of the time sheet. All applicable information must be completed in full. Ensure to total all columns

ATTENTION: Tammy Ball (Project Coordinator)

EMAIL: tball@ontarioinsulation.ca

DATE	JOB # / ACCOUNT CHOICE	VAN / TRAVEL ZONE	REG HOURS	0/T 1.5	O/T HOURS 2.0	TOTAL HOURS
WEEKLY TOTALS						

**EMPLOYEE SIGNATURE:**